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## **Interagency Contracts Coordinating Team (ICCT)** **Meeting Minutes**

*December 12, 2006*

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**Attending:** Laura Wood (OFM), Susan DeBlasio (DOH), Christopher Carlile (OFM), Debbie Dunn (DOP), Susan Johnsen (OFM), Meggan Leonard (OSPI), Bonnie Lindstrom (DSHS), John Nispel (DOC), Michelle Wieburg (SAO), and Megan McKay (OFM)

### **Review of Updated SAAM Policies**

Laura facilitated the group's review of the updated policies. The group provided feedback and suggestions as well as asked questions regarding the content.

The review started with the newly added 15.40. The group was able to finish 15.40, 15.10, and part of 15.20. The remaining sections of 15.20 and 15.30 will be reviewed individually and all comments should be forwarded to Laura for review and consideration.

Some of the points of discussion included:

- The first paragraph of each policy contains the same information, which some staff felt was repetitious. It was suggested that the paragraph be included on the first policy, but not all four policies. Discussion continued about whether the information should be repeated, rewritten, or referred to when necessary.
- In the first paragraph of 15.40.10 (Authority for these policies), it was mentioned the language in the first sentence should be strengthened to read "must" or "will". It currently sounds too permissive.
- John remarked on the negotiations verbiage in 15.40.20. OFM will clarify this section.
- Michelle suggested an additional paragraph to add language on suspension and disbarment where the policy mentions "If federal funds are used..." This should clarify the requirements regarding the use of federal funds. Christopher mentioned there have currently been audit requests on this same subject and he is going to try to provide some appropriate language on the subject.
- It was noted in 15.40.40 (Performance measures and outcomes) that some topics are mandated to be in the guidelines, (so must be included) however they are not mandated for contracting (agencies are not required to have performance measures in contracts). The performance measures section should use the word "may".
- There were comments made regarding bullet items listed in 15.40.50 (Fiscal considerations and payment methods). Some of the comments included:
  - All items should be included in all contracts. All items do **not** apply to all contracts.
  - SAO doesn't want contract staff to have to pick & choose from lists.
  - OFM pointed out there are actually instances when all points do not apply, i.e., source of funds.
  - SAO suggested adding a paragraph to clarify this in order to eliminate findings.
- Question was raised about the language on penalty payment in 15.40.50.b. The suggestion was made to add a new section that provides more information.

- Regarding 15.40.60 (Liability insurance), DOH noted the agency is continually having problems with insurance issues. There was group discussion about the challenges facing both the agency and the contractor to meet proof of insurance requirements.
- Michelle provided SAO feedback on the A133 verbiage regarding vendor and subrecipient and the need for clarification. She is going to email the SAO language to Laura.
- The question was asked about whether to include the definition of a contract in the policy.

OFM will use these comments to complete the next draft of these policies. **If you did not attend this meeting, or you have discovered other suggestions/changes, please make sure Laura gets the information before Dec 22.** OFM will work on getting the next draft out to this group by mid-January. February's meeting will include further discussion about the revised draft.

### **JANUARY MEETING IS CANCELLED**

**The next meeting will be February 13, 2007** and will be held on the ground floor of the General Administration building – Conference Room G4. The meeting will be at the usual time, 1:30 p.m. to 3:30 p.m.

### **Agenda Items for February**

- Review of next draft – personal service contracts policies
- Review of first draft – client service contracts policies, if ready for review

If you have suggestions for other agenda items, please contact Laura Wood at 725-5259.

*Meeting adjourned at 3:30 p.m.*